

## ***Alt-MSA Handbook Part 8:*** **STC Administrative Tasks** **(Portfolio Materials Ordering,** **Pre-ID Label Generation and Placement,** **and Packing and Shipment)**



This section of the *Alt-MSA Handbook* contains information to be used by the School Test Coordinator in facilitating the movement of materials for Alt-MSA and contains information on the following topics:

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Portfolio Materials Ordering	8-1
Media and Equipment Types	8-2
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### **Portfolio Materials Ordering**

Materials will be ordered by the STC or LAC online (See Material Ordering Instructions on following pages) and sent directly to School Test Coordinators by the Test Contractor, Pearson). STCs must check with their LAC to determine if they or the central office staff will be responsible for online materials ordering. After the STC's initial supply of Alt-MSA Handbooks is received from your LAC, additional copies of the handbook may be ordered.

The STC must order all material for Alt-MSA via PearsonAccess at [www.pearsonaccess.com](http://www.pearsonaccess.com). The option to fax order requests to Pearson is no longer available. The STC will order and distribute the appropriate quantity of materials to the test examiners. The materials include:

- Alt-MSA Handbooks
- Alt-MSA Portfolio binders
- Tabbed Dividers
- Clear Zippered Pouch
- VHS Videotape, Compact Disc (CD-R), VHS-C tape, 8mm Video Cassette (with black stripe), 8mm Digital Hi8 Cassette (with red stripe), Mini DV (Cassette), VHS-C, Audio Cassette Tape, Micro Audio Cassette Tape, Mini DVD (CD), DVD-RW, as appropriate.

PearsonAccess will be used to order materials.  
[www.pearsonaccess.com](http://www.pearsonaccess.com)



## Media and Equipment Types

Although a wide variety of video media are acceptable, it is the STCs' responsibility to order the appropriate media for the recording equipment that is available in the school. Examples of each type of media available for order is provided in this handbook. If your school requires something other than the media shown, please contact Pearson at 888-639-0690 to request a different type of media.

### Media & Equipment Types

**Flip Camera**



**Compact Disc**



**Audio Cassette Tape**



### Mini/Micro Cassette Player and Cassette



### Comparison of Cassette Media

Audio Cassette

Digital 8 Cassette  
w/Red Strip



Video 8 Cassette  
w/Black Stripe

Mini DV Cassette

**Digital 8 Camera**



**Digital 8 Cassette Red Stripe**



The Digital 8 and Video 8 cameras look very similar. To ensure you are using the proper media, the color striped label on the sides of the cassette and camera should match.

**Video 8 Camera**



**Video 8 Cassette Black Stripe**



**MINI-DV**



Note size of cassette in comparison to a penny.

# Alt-MSA

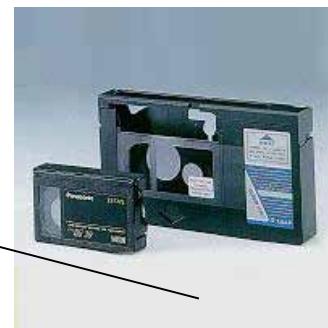
Alternate Maryland School Assessment

## MINI-DVD



Note size of DVD in comparison to hand

## VHS-C



The VHS-C cassette is inserted into the adapter. The VHS-C Adapter is played in a VCR like a regular VHS Cassette.

Schools may also choose to use a flip camera for the video requirements. A flip camera is a small camera that records directly onto the camera and then plugs into a computer through a USB port. The video file is then saved to media to submit with the portfolio. When saving the video file, the following extensions are suggested: .wmv, .mp4, .avi, .mpg, and .mp4. The following extensions are NOT recommended: .mts, .rm, .ra, and .rmvb. If files are saved to disk, all files should be saved to a DVD, not a CD-R/CD-RW. Once the file is saved, the DVD needs to be finalized. The DVD should then be viewed on at least one computer besides the one on which it was created before submitting. Files can also be saved to a jump or thumb drive. The drive should be ejected safely and viewed on at least one computer besides the one on which the file was created before submitting.

## Instructions for Ordering and Tracking Material via PearsonAccess

### Getting Started:

1. Log into PearsonAccess using the URL [www.pearsonaccess.com](http://www.pearsonaccess.com) and choose “Maryland” from the drop-down.

PearsonAccess.com

PEARSON

Visit our websites to learn more about our products:

**PEMSolutions™**  
The most comprehensive approach to assessment

**Perspective™**  
Enhancing reporting with web-based learning Resources

**PASeries®**  
Formative assessment for forecasting growth

### Everything Starts Here.

CHOOSE YOUR STATE TO BEGIN:

Maryland

Statewide testing requires the management of complex data sets and schedules with continual communication and seamless access—all key factors to success.

At Pearson, improving data management, communication, and access led to the creation of our new portal, [www.pearsonaccess.com](http://www.pearsonaccess.com). The portal is the single entry point to state testing products and services, including PEMSolutions™, Perspective™, PASeries®, and EDWARD™.

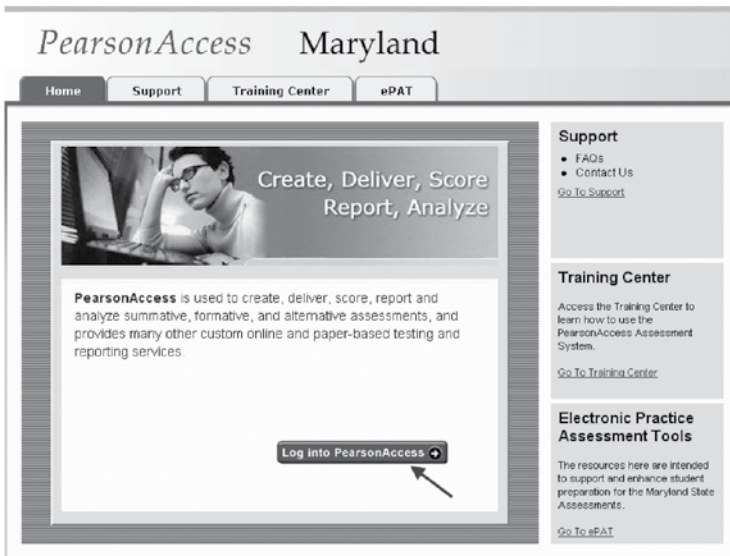


**TrueScores.com**  
Pointers and perspectives on psychometrics and test and measurement practices.

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2. Click “Log into PearsonAccess”





3. Enter your User Name and Password and click “Login”

## Requesting Alt-MSA Test Material from Pearson

Requests for Alt-MSA test material must be placed using the PearsonAccess web site.

1. Log into PearsonAccess at [www.pearsonaccess.com](http://www.pearsonaccess.com)
2. Select “**Order Additional Materials and Tracking**” under the Test Setup tab.

## PearsonAccess

Welcome to the state's gateway to services designed to help you register students for testing, order testing materials, and analyze test results.

Student Data	Test Setup	Test Management	Test Results
<p><b>Student Data File Submission</b></p> <ul style="list-style-type: none"> <li>• Send student files to the system</li> <li>• Check for problems with sent files</li> </ul> <p><b>Student Data Information</b></p> <ul style="list-style-type: none"> <li>• Filter and sort students</li> <li>• View total student counts</li> <li>• Change student data</li> </ul>	<p><b>Enter Administration Details</b></p> <ul style="list-style-type: none"> <li>• Submit supplemental test administration information</li> </ul> <p><b>Participation Counts</b></p> <ul style="list-style-type: none"> <li>• Enter student counts to order test materials</li> </ul> <p><b>Order Additional Materials and Tracking</b></p> <ul style="list-style-type: none"> <li>• Order additional materials</li> <li>• Track orders and view shipment information</li> </ul> <p><b>Configure TestNav</b></p> <ul style="list-style-type: none"> <li>• Manage proctor caching settings</li> <li>• Manage TestNav client settings</li> </ul>	<p><b>Student Registration</b></p> <ul style="list-style-type: none"> <li>• Assign students to paper &amp; online tests</li> <li>• Update student demographic data before testing</li> <li>• View student counts by administration</li> </ul> <p><b>Manage Test Sessions</b></p> <ul style="list-style-type: none"> <li>• View online test sessions</li> <li>• Add registered students to a test session</li> <li>• Proctor test sessions</li> </ul> <p><b>Resolve Student Test Alerts</b></p> <ul style="list-style-type: none"> <li>• Examine and resolve issues with completed tests</li> </ul>	<p><b>Published Reports</b></p> <ul style="list-style-type: none"> <li>• View, download and print access to daily published reports and extracts by organization</li> </ul>

- Change the Administration to Alt-MSA by clicking “**Change.**”

## Orders

Alt MSA 2013 [Change](#)

[↑Return to Test Setup](#)

- Click the “**Alt-MSA**” radio button for the appropriate administration and then click “**Save.**”

Select Administration:

Results: 1 - 15 of 15

Test Administration	Dates Active	Default
<input checked="" type="radio"/> Alt MSA 2013		<input checked="" type="checkbox"/>
<input type="radio"/> Alt MSA 2010		<input type="checkbox"/>
<input type="radio"/> High School Assessment October 2010		<input type="checkbox"/>
<input type="radio"/> High School Summer Assessment 2010		<input type="checkbox"/>

- Select **Order Additional Materials** from the yellow task bar.

## Orders

Alt MSA 2013 [Change](#)

[↑Return to Test Setup](#)

View By:  Orders from Pearson





6. Verify shipping information is correct and update if necessary. Indicate the date the materials are needed then select next.

### Shipping Information

▶ Name:

Title:

**Address** Edit

Address 1: 123 MAIN STREET

Address 2:

City: SILVER SPRING



State: MD

Zip: 20906

Notification Email:

Phone:  Ext:

Fax:

▶ Date Needed:   

Shipment Reason:   Other:

Special Instructions:



7. Enter the quantities of materials needed and select **Next**.

**Select Test Materials**

Show Search 0 Test Materials Selected show selected

Quantity	Test Material	Type
<input type="text"/>	PORTFOLIO KIT (includes tabbed dividers and zippered pouch)	
<input type="text"/>	8 MM HQ DIGITAL HEB	Media
<input type="text"/>	8 MM VIDEO, STANDARD	Media
<input type="text"/>	CD, RECORDABLE	Media
<input type="text"/>	MINI DV	Media
<input type="text"/>	AUDIO TAPE	Media
<input type="text"/>	VHS, C	Media
<input type="text"/>	TAPE, VHS, BLANK	Media
<input type="text"/>	MICRO AUDIO TAPE	Media
<input type="text"/>	DVD, RW	Media
<input type="text"/>	MINI DV RW	Media
<input type="text"/>	CLEAR ZIPPERED POUCH	
<input type="text"/>	TABBED DIVIDERS, SET OF 5	

8. Verify your shipping information and Test Materials to be ordered and select **“Submit Order.”**

### Steps for Tracking an Order Request in PearsonAccess

1. Log into PearsonAccess at [www.pearsonaccess.com](http://www.pearsonaccess.com)
2. Select “Order Additional Materials and Tracking” under the Test Setup tab.
3. Change the Administration to “**Alt-MSA 2012**”
4. Orders placed will be indicated on the main screen. You can view the submission date, approval date and delivery date.

Order	Sales Order Number	Status	Organization	Submission Date	Approval Date	Delivery Date
Additional Order (34164)	1621374/1	Delivered	SPECIAL PLACEMENT SCHOOLS	03/19/2008	04/04/2008	04/09/2008
Test Materials (35888)	1603072/12	Delivered	WESTMAR MIDDLE	03/29/2008		04/04/2008





- For more detailed order information click into the order to view tracking information for the order.

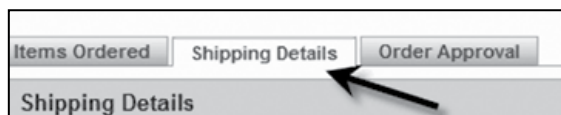
<input type="checkbox"/>	Order	Sales Order Number	S
	Additional Order (34164)	1621374/1	Delivered
	Test Materials (35888)	1603072/12	Delivered

Note:

There are three types of orders:

- Additional Order which includes portfolio kits, media and handbooks.
- Test Materials which encompasses return material labels and student pre-id labels.
- Reports - Student Home Reports.

- Click on the Shipping Details tab to see the status of the shipment.



- To view anticipated delivery date and to gain access to delivery information click the “view” link.

Shipment	Status	Boxes	Organization	Shipped	Estimated Arrival	Delivery Date
1 <a href="#">view</a>	Delivered	1	PATHWAYS SCHOOL - CROSSLAND RE-ENTR	09/02/2010	09/04/2010	09/04/2010

- Click on the tracking number to view tracking information.

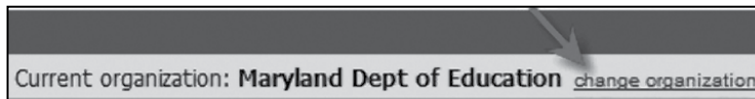
Shipment Details		Shipment Confirmation		
Shipment #1 Details				
Box Number	Status	Expected Arrival	Delivery Date	Tracking Number
1	Delivered	09/04/2010	09/04/2010	FedEx - 708824883420794

## For LACs Only:

*When ordering materials at the LAC level for a school, you will need to change your organization to the school you are ordering from in order to have secure materials tracked correctly.*

## Steps for Changing the Organization in PearsonAccess

1. Log into PearsonAccess at [www.pearsonaccess.com](http://www.pearsonaccess.com)
2. Click “**Change Organization**” at the upper left of the screen.



3. Click the “**School**” radio button.



4. Search for the school using the LEA/School code or school name. Use the blue boxes to bring up the search function.

<input checked="" type="checkbox"/> Name	<input checked="" type="checkbox"/> ID	<input checked="" type="checkbox"/> Paren
<input type="checkbox"/> A. MARIO LOIEDERMAN MIDDLE	150787	MONTGO
<input type="checkbox"/> ABBOTTSTON ELEMENTARY	300050	BALTIMO
<input type="checkbox"/> ABERDEEN HIGH	120270	HARFORD

5. Click the radio button to the left of the school and then click “**Change Organization.**”

- *You will notice that the school name now appears in the upper left-hand corner.*





## Pre-Printed Identification Labels

Figure 8-1

Step 4: Prepare Portfolios for Shipping and Scoring (STC) March	
Activities	Handbook References
<ul style="list-style-type: none"> <li>STC verifies a preprinted label is available for each student participating in Alt-MSA.</li> <li>STC collects all portfolios on March 2, 2012. STC then applies labels, and prepares for pick up.</li> </ul>	Part 8

### STC Applies Pre-Printed Labels to All Portfolio Materials (March)

#### Background

LACs supervise the creation of a student-level data file identifying all students in the school system who should participate in either the Alt-MSA, MSA, or Mod-MSA. (NOTE: All students in the State in grades 3-8 participate in one of these three assessments. Information for Alt-MSA, MSA, and Mod-MSA is contained within one pretest file). Students in grade 10 who are identified as takers of the Alt-MSA are also included in this pretest file (students not following alternate outcomes take the end-of-course High School Assessments in English, Algebra/Data Analysis, and Biology to fulfill the requirements of NCLB and the State education accountability program).

The pretest file contains basic student demographic information to facilitate identifying individual students taking the assessment and is the primary source of pre-printed student barcode labels for Alt-MSA test materials. LACs and Special Placement Schools STCs will receive file specification documents directly from MSDE early in the school year. Instructions and timelines for the submission of pretest files and process to request additional pre-printed student identification labels will be provided in January.

Using the pretest file, the Test Contractor produces pre-printed student ID barcode labels which contain information identifying the LEA, School, and Student, in order to ultimately link a student portfolio with the student-level data file containing the assessment results.

As in previous years, Alt-MSA does **not** provide for the use of generic student identification labels. Therefore, all students **MUST** have a pre-printed student identification label.

### Receipt and Verification of Pre-Printed Student Identification Labels

It is the responsibility of the STC to immediately review the pre-id labels shipment for accuracy.

If the STC determines there are missing student labels, they must access PearsonAccess no later than **2/22/2013** and either:

- Submit a pre-test file with the missing student information, or
- Manually register the missing students within PearsonAccess. Instructions for manual registration follow and are also outlined in the PearsonAccess User Guide.

As an overview, the following four steps must be completed:

1. Manually add a student
2. Manually register a student
3. Assign a group
4. Assign a test

### Manual Registration of Student in PearsonAccess

**Determine if a student is already entered into PearsonAccess or must be added.**

- **To view students**
  1. Select **Test Management > Student Registration**.
  2. Select the View By mode (registered and unregistered students) and search for the student both modes.
  3. If the student name is found, click on a student name to view registration details.
  4. If the student is not found in either the Registered or Unregistered mode, follow the steps under **Manually Adding a New Student**.
- If the student is in PearsonAccess but unregistered, skip to **Manually Registering a Student**.
- If the student is registered in PearsonAccess, skip to **Assigning a Registered Student to a Group and Test**.

# Alt-MSA

Alternate Maryland School Assessment



Receipt and Application  
of Pre-Printed Labels

If a student moves to a different school, the LAC should follow the directions on page 43 of the PearsonAccess User's Guide. It is located on the Support tab of [www.pearsonaccess.com](http://www.pearsonaccess.com).

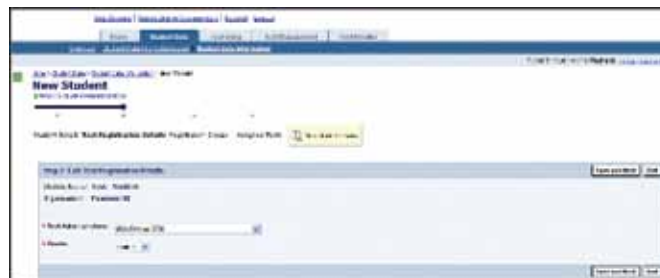


### Manually Adding a New Student to PearsonAccess

- **To add a new student**
  1. Select **Student Data > Student Data Information**.
  2. Click the **New Student** button to go to the Student Master Record screen.



3. Enter the required information, and then click **Save and Next**.
  - If the student data entered into PearsonAccess matches the USIS, a permanent record will be created. If the data entered does not match, a temporary record will be created.
  - If you wish to continue with the registration for this student, PearsonAccess will walk you through this process; continue to supply the requested information. However, if you wish to continue the registration process at a later time, click Exit.



### Manually Registering a Student

- **To register a student**
  1. Select **Test Management > Student Registration**.
  2. Select “**View By Unregistered Students**” on the Student Registration screen.  
Note: Be sure that you have selected the correct test administration.
  3. Search for the student.
  4. Click the name of the student to go to the Registered Students screen.
  5. Check appropriate box for “**Registered for this Test administration at:**”
  6. Select the Grade in the drop-down list.
    - Note: The Home LEA drop-down list is for LEA 24 use only.
    - EA 24s: Indicate the student’s Home LEA here.
  7. Input Local ID, select Hispanic Ethnicity (Y or N) and check at least one race option.
  8. Click Register Student.



Home > Test Administration > Student Registration > Registered Students  
**Registered Students**  
 Alt MSA 2013 [Change](#)

Registered Students Record | Assigned Groups | Assigned Tests

**Student Registration Record**

Test: test  
 Gender: M Grade: 10 Date of Birth: 08/15/1998  
 Student Identifier: 9927403594

Registered for this Test Administration at:  
 Hanlin High (992811)

Grade:

Local ID#:

Home I.D.#:

Hispanic Ethnicity:

American Indian/Alaskan Native:

Asian:

Black or African American:

Native Hawaiian or Other Pacific Islander:

White:

All MSA Indicators:

The student is now registered (for a test administration). The next step is to assign the newly registered student to a group.

- **Assigning a Registered Student to a Group and a Test**
  1. Select “View By Registered Students” on the Student Registration screen.
    - To view all students, select the “Show All Students” check box and then click **Search**.
    - To search for an individual student, enter search criteria and then click **Search**. (You must enter or select at least one search field; the more specific the criteria, the more focused the search will be.)
  2. Click the name of the student to go to the Registered Students screen.
  3. Click the **Assigned Groups** tab.
  4. Click **Add Group Assignment**.

## Registered Students

Alt MSA 2013 [Change](#)  
[Return to Student Registration](#)

Registered Students Record | **Assigned Groups** | Assigned Tests

**Add Group Assignment** [Go back to Group Assignments](#)

**ATest, Student**  
 Gender: F Grade: 05 Date of Birth: 03/27/1998  
 Student Code: 991234567890

1 Entries Selected Results: 1 to 1 of 1

Group Name	Organization Name
9999	Hanlin High

Results: 1 to 1 of 1

5. Select the group name of 9999, and then click **Add**.

Note: If no groups are present, please follow the **Adding a New Group** instructions below.



## Adding a New Group

If a group already exists for the students that you are registering, skip this section.

- **To add a group**
  1. Click **Add Group** on the Student Registration screen. You must be in “View By Groups” mode.

### Student Registration

Alt MSA 2013 [Change](#)

[Return to Test Management](#)

View By  Schools  Groups  Registered Students  Unregistered Students

2. Enter the group name of 9999.
3. Select the organization in which the group is located (LAC only).
4. Click **Save** to add the group.
  - After the new group is added, you can add students to the group using the instructions above (**Assigning a Registered Student to a Group and a Test**) and then assign the students to a test.

### Assigning a Test

6. Click the **Assigned Tests** tab.
7. Click **Add Test**.

### Registered Students

Alt MSA 2013 [Change](#)

[Return to Student Registration](#)

[Registered Students Record](#) [Assigned Groups](#) [Assigned Tests](#)

8. Click the name of the test that you want to assign, Alt-MSA.
9. Select the Testing Format and select portfolio.

### Registered Students

Alt MSA 2013 [Change](#)

[Return to Student Registration](#)

[Registered Students Record](#) [Assigned Groups](#) [Assigned Tests](#)

10. Click **Save** after completing your selections. The student is now registered and assigned to a group and a test.



### Proper Application of Pre-Printed Student Identification Labels

- You will receive **six** pre-printed student identification labels for each student identified in the pre-test file (four large and two small). Be sure that these Alt-MSA labels are applied only to the Alt-MSA materials, and not to the materials from another Maryland testing program. All labels should be applied prior to the end of the test administration.
- Use labels provided for the current Alt-MSA test administration **only**. Application of labels from any previous year will result in an unscannable barcode.
- It is the responsibility of the School Test Coordinator (STC) to ensure the labels are properly affixed to the test materials. Other school staff members may assist in the application of labels **only** under the **direct supervision** of the STC.
- Layout of Pre-Printed Student Identification Labels
  1. A large label should be placed on the spine of the portfolio with the top of the label facing to the right. Affix the label as shown in Figure 8-2.
  2. The remaining large labels are for the videotape or other large media (e.g., CD, DVD, audiotape, etc.). Place the label directly on the piece of media, NOT on its container. The additional large labels may be used in case of misapplication of one of the other labels for a particular student.
  3. Use the small label provided for Audiocassettes, 8MM, VHS-C, mini-DV Cassette and mini-DVD. Place the label directly on the piece of media, NOT on the container if at all possible.



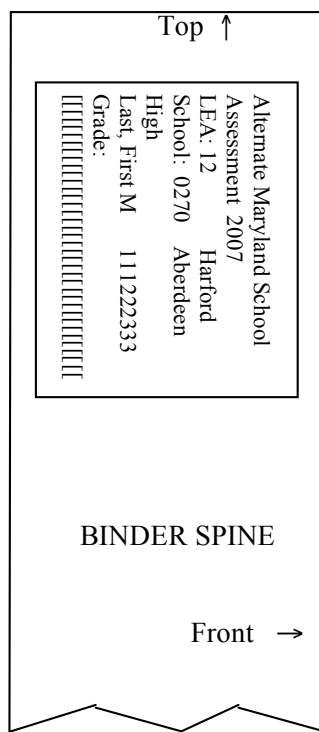
Applying Pre-Printed  
Labels



### Cautions in applying labels

- **Never** place one label on top of another. Doing so will cause the barcode to become unscannable. If misapplication occurs, remove the label and reapply an undamaged label to the test material.
- **Unused portfolios must not** have a pre-printed label attached. Policy Change: If a pre-printed label has been attached to a portfolio that is subsequently not used, do not ship these unused portfolios to the contractor for scoring. Doing so will result in your school receiving a “Basic” proficiency level for the unused student portfolios submitted. **NOTE: Please refer to instructions for completing the School Shipping List on page 8-20 of the *Alt-MSA Handbook* for additional information regarding unused portfolios.**

Figure 8-2



## Packing and Shipping Portfolio Materials

### STCs Prepare Return Shipping Materials

- Locate the boxes in which you received your Alt-MSA test materials from Pearson. **These boxes can be used for your return shipment.** It is important that you use these designated boxes for the safe transportation of test materials. If alternate boxes are used, they must be of an appropriate size, shape, and durability to ensure safe transit of secure test materials.
- Enclosed with your Alt-MSA pre-printed student identification, you will find a **School Shipping List, colored return shipping labels and the K2 Bill of Lading.** These materials will be used for the return of your Alt-MSA portfolios. All materials must be stored in a secure location until you are ready to return the completed portfolios. In the event that you misplace return shipping materials, the shipping vendor will have extra Bill of Ladings and colored return shipping labels.
- A portion of schools will be randomly selected to have their Alt-MSA portfolios used in Rangefinding (a process used to develop materials used in portfolio scoring). These schools will be notified by the Test Contractor of the material pickup dates.
- MSDE will post a pre-determined pick-up schedule on the MSDE DocuShare site at <http://docushare.msde.state.md.us> within the STC and LAC folders. Contact your LAC if you need additional information on how to log on to the DocuShare Web site. Schools selected to have materials picked up early for Rangefinding will be notified well in advance in order to facilitate timely packing of the portfolios.



Instructions for Packing  
of Used Alt-MSA  
Portfolios (for STC)



### STCs Complete the “School Shipping List”

The School Shipping List is required for EACH shipment of portfolios and should be placed in box 1 of your return material. See page 8-23 for a blank School Shipping List.

1. Write the school name on the first line.
2. Write the 2-digit LEA code and the 4-digit school number.
3. Write the school system (LEA) name.
4. The School Test Coordinator should sign and date on the appropriate line.

Only portfolios from students participating in the assessment will be returned to the vendor for scoring. Students who did not participate in the assessment (e.g., students who are excused for a full physical (medically fragile) excusal, or who transferred into the school too late to take the assessment) will not have a portfolio submitted to the vendor and will not receive a score for Alt-MSA. Unused, blank portfolios **must not** be returned to the vendor. Securely retain these materials in the school until you receive instructions from your LAC to securely destroy the materials.

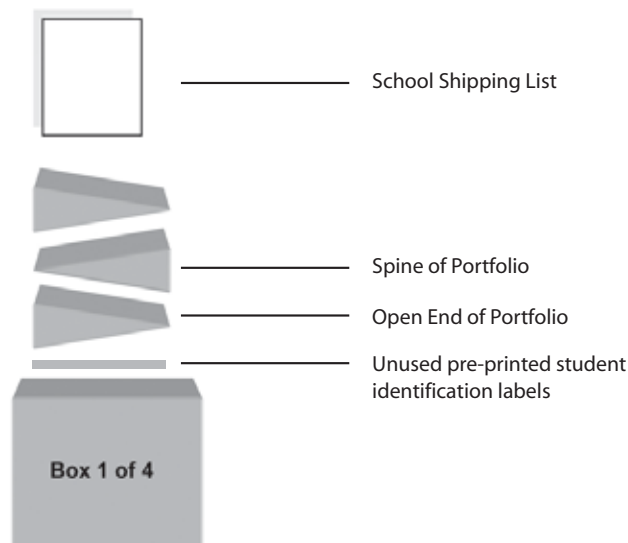
5. Add the total number of portfolios from all grades together and write the total number of **used** portfolios being returned on line 5 of the form. Only **used** portfolios will be processed for scoring. **Used** portfolios are defined as any portfolio assigned to a participating student with at least one artifact. Only **used** portfolios for participating students will be returned to the vendor – all other materials will be retained in the school (with the exception of portfolios for students who have withdrawn but for whom the receiving school has not been identified – See Page 1-6 for instructions on how to return those portfolios for processing).
6. Fill in the information for all students for whom portfolios are being returned. List portfolios in grade order starting with the lowest grade participating.

### STCs Pack the Alt-MSA Portfolios

Scorable portfolios must be packed by grade in the order listed on the School Shipping List by the school test coordinator. The boxes in which you received your test materials can be used for your return shipment. Unused materials such as media and unused portfolio kits should be packaged up and submitted to vendor. Portfolios must be placed flat in the box with the spines alternating until the box is full. **This procedure ensures that test materials remain in the correct portfolio and in the correct order.** (See Figure 8-3: Packaging Diagram for Portfolios).

1. Examine the portfolio. If it appears the contents could drop out of the 3-ring binder, use rubber bands to wrap the portfolio both vertically and horizontally to ensure the contents stay intact.
2. Begin packing materials by placing all unused pre-printed student identification labels at the bottom of the first box you are packing.
3. Next, beginning with the last scorable portfolio on the School Shipping List, place the portfolios in the box until the box is full. If the box is not completely full, place wadded white paper as packing material to fill the box. Do NOT use newspaper or foam peanuts as filler.
4. Continue packing boxes of scorable portfolios until all portfolios are packed. The last box packed will contain portfolios from the lowest tested grade and will be considered “Box 1.” Place the **School Shipping List** on the top of the portfolios in this box.
5. Do not seal the boxes yet! Continue with the preparation of the return materials label.

**Figure 8-3: Packing Diagram for Portfolios**



# Alt-MSA

Alternate Maryland School Assessment

Instructions for  
Completing and  
Applying Return  
Shipping Labels  
(for STC)

## STCs Complete and Apply the Return Shipping Label

Return shipping labels must be completed and affixed on the outside of each sealed box, whether it contains either portfolios you are returning to be scored or unused test materials.

1. In the field on the label titled (Box \_of \_), write the number sequence on the first line and the total number of boxes you are returning on the second line. For example:
  - a. Box 1 will say: (PKG 1 of 3 )
  - b. Box 2 will say: (PKG 2 of 3 )
  - c. Box 3 will say: (PKG 3 of 3 )
2. Affix the appropriate colored return shipping label on each box.
3. Verify that the School Shipping List is at the top of Box 1.
4. Seal the boxes securely with packing tape. Place the boxes in a secure location under lock and key until pick-up. Examples of the shipping label (Figure 8-4) and the School Shipping List (Figure 8-5) appear below:

**Figure 8-4**

P-0004 S-00571

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SCHOOL: BOX \_\_\_\_\_ OF \_\_\_\_\_

**ALT MSA TEST MATERIAL**

**PEARSON**  
2900 SABRE ST, SUITE 75  
VIRGINIA BEACH, VA 23452

ALT MSA MATERIAL

**814-520-001 0023292711 ANS**

**NOTE:** You may contact Pearson at (888) 639-0690 if you have questions concerning the return shipping procedures.

**Figure 8-5**

A SCHOOL SHIPPING LIST is required for EACH shipment of completed portfolios to be returned to Pearson for scoring. Complete the School Shipping List and make a copy. Enclose the copy in box ONE of your materials for return. Retain the original School Shipping List at the school for your records.

1. School Name: \_\_\_\_\_
2. LEA Code: \_\_\_\_\_ School Number: \_\_\_\_\_
3. School System Name (LEA): \_\_\_\_\_
4. School Test Coordinator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_
5. Total number of USED (scorable) portfolios returned: \_\_\_\_\_

— (Used portfolios will be processed for scoring.)

6. Fill in the following information for each student whose portfolio documents are enclosed.

Grade	Student Name	No. of Separate Media Items Included for Each Student (e.g. "3 Videotapes")



## Pick-up of Alt-MSA Portfolios

K2 Logistics will pick up Alt-MSA materials on behalf of Pearson. Test materials will be picked up weekdays between 8:00 a.m. and 3:30 p.m. If test materials are not picked up by noon on the day following the scheduled pickup, please contact K2 Logistics at **pickup@k2assessments.com** for further instruction.

K2 Logistics will email the school approximately two days in advance of each pickup to confirm pickup specifics. Please confirm the information K2 has on file for your school is accurate.

Any changes/additions/deletions to the pickup schedule can be completed by the LAC or STC by either emailing the change to [pickup@k2assessments.com](mailto:pickup@k2assessments.com) or going online to [www.MDAssessments.com/K2](http://www.MDAssessments.com/K2).

### STC completes K2 Bill of Lading form

The K2 Bill of Lading is used to track Alt-MSA test materials (portfolios) picked up at each school for scoring. Two Bill of Ladings were shipped to each school in the pre-id label distribution.

Read the directions for the Bill of Lading and complete all required fields. The standard K2 form includes a Non-Scorable Box Count. Do not enter any information in this box as all Alt-MSA materials, including scorable and non-scorable materials, can be returned in the same box. Non-scorable portfolios should have the Non-Scorable Alt-MSA Portfolio Transmittal form attached to the front of the binder. If you require assistance with completing the form or need additional forms, please contact K2 Logistics' Assessment Line at **pickup@k2assessments.com**.


The K2 Logistics driver will have extra colored inbound labels available in case additional labels are needed.



Retain Material Tracking Information

Figure 8-6

Sample K2 Bill of Lading:

DATE _____ TRACKING # _____ PROJECT _____		<b>Assessments Bill of Lading</b>				K2 LOGISTICS 2782 Eagandale Blvd, Suite 101 Eagan, MN 55121 888-886-0780 www.k2logistics.com <i>Delivering Solutions, Exceeding Expectations</i>	
SHIPPER STREET ADDRESS _____ CITY, STATE, ZIP _____ ATTN: _____ PHONE: _____ ID# _____				CONSIGNEE STREET ADDRESS _____ CITY, STATE, ZIP _____ ATTN: _____ PHONE: _____ REF# _____			
<b>Bill of Lading Directions:</b>							
<i>Test Administrator:</i> Fill in Scorable and Non-Scorable Box Counts. You <b>MUST</b> fill in Test Administrators information at the bottom of this form including Total Box Count							
<i>Driver:</i> <b>YOU MUST VERIFY TOTAL BOX COUNT ONLY.</b> Sign this form and enter pickup date, time and total box count in the Space provided on the bottom of this Bill							
_____ <i>Scorable Box Count</i>  _____ <i>Non-Scorable Box Count</i>  N/A		Special Instructions					
<b>Test Administrator Must Complete:</b> Printed Name _____ Signature _____ Date _____ Total Box Count _____				<b>Driver Must Complete:</b> Printed Name _____ Signature _____ Date _____ Time _____ Total Box Count _____			
<b>SENSITIVE MATERIAL HANDLE WITH CARE!</b> <small>Original to Test Administrator</small>							

The K2 Logistics driver will complete a portion of the Bill of Lading at pickup and provide a copy of the completed form to the school for tracking purposes.

